

Harrisburg School District	NEPN Code: DGA
Policy Manual	

AUTHORIZED SIGNATURES

The business manager will draw and sign all checks or warrants for the payment of verified vouchers approved for payment by the Board. Every check or warrant will be countersigned by the board president or Superintendent. The check or warrant will specify the person, firm or corporation to whom paid.

No check or warrant will be drawn by the business manager except for the indebtedness incurred prior to its issue and upon the presentation of an itemized invoice, duly verified. The invoice and verification will be retained by the business manager and placed on file in his/her office.

Legal References: SDCL 13-8-26 (Duties of president of school board)
SDCL 13-18-2 (Contents and signing of checks and warrants)
SDCL 3-18-8 (Business manager's check register)

Adopted: June 23, 2014

Revised: